

**RAC IV SECTION STATUS REPORT**  
**9 November 1999**  
**Teleconference**

Note: Complete and return this status report to Mary Ellen Shook, **via e-mail at: maryellens@aiaa.org**, no later than 2 November 1999.

SECTION: **HOUSTON SECTION**

SUBMITTED BY: **Merri Sanchez**

***Current Membership Number: 765*** (October Report)

***Has this number increased or decreased since last report? Why?***

We have seen a decrease of 10 members since July. We attribute the decrease to our lack of volunteers to place promotional material in the many facilities/buildings occupied by aerospace industry in this area. The new AIAA trial memberships should help. We've already seen high interest in temporary memberships.

***How many council meetings were held since last RAC: 4***

Executive Council	July 20, 1999	15 of 25 attended
Executive Council	August 12, 1999	12 of 26 attended
Executive Council	September 16, 1999	19 of 29 attended
<b>Executive Council Retreat</b>	September 30, 1999	20 of 29 attended
Executive Council	November 4, 1999	TBD

***Please list the vacant council member positions:***

- Young Professionals Chair
- Professional Development Chair
- Publicity Chair (we have an acting)
- Astrodynamics Technical Committee Chair (considering disbanding)
- Space Science and Astronomy Technical Committee Chair
- SR&QA Technical Committee Chair (considering disbanding)

See the attached council organization sheet.

***How many programs has the section sponsored since the last RAC meeting?***

2 formal dinner meetings:

1. August 26, 1999: **Honors and Awards Banquet and Program** with **AIAA Distinguished Lecturer Dr. Kenneth Cox** speaking on “**A ‘Futurist’ Perspective for Space**”. 60 people attended.
2. September, 1999: speaker had to cancel due to unexpected travel
3. October 21, 1999: Dinner Program with **AIAA Distinguished Lecturer Dr. Scott Miller** speaking on “**Shadowcraft – A World of Secret Flight**”. 110 people attended, including 14 members of the Texas A&M Student Branch and their faculty advisor.

November 16, 1999: Next Dinner Program scheduled with **Dr. Wendell Mendell** speaking on “**Human Exploration of the Moon and Mars**”.

In addition the following events were conducted:

1. July 7, 1999: **Lunch and Learn** with **Constance Adams**, a registered architect from Lockheed-Martin, speaking on the “**Role of Human Habitability Study in Space Facility and Vehicle Design**”: 29 people attended the lecture where the primary aspects of “habitability” that affect the design of human environments in space were discussed, along with the role that the architect plays in effecting a successful, habitable design.
2. July 16, 1999: Three section officers attended the **Region IV RAC Conference** in Dallas, TX. These included the incoming Chair, the Past Chair, and the Vice-Chair Technical.
3. July 17, 1999: Four section officers attended the **RLC** in Dallas, TX. These included the incoming Chair, the Past Chair, the Vice-Chair Operations, and the Vice-Chair Technical.
4. July 17, 1999: The section sponsored “**The Magic of Physics**” at the Education Fair held in conjunction with the 34<sup>th</sup> Annual JSC Lunar Rendezvous Festival. Approximately 40 children participated in physics activities at the AIAA table.
5. July 19, 1999: The Executive Council was invited to participate in the premier and media event for the new Houston Museum of Natural Science planetarium show, “**Destination Moon**”, celebrating the 30<sup>th</sup> anniversary of Apollo 11. The Chair and three council members attended the showing and then observed a “**Moon Landing Mission**” conducted by 22 young girls (age 8-12) from the Challenger Center “Mission Control”.
6. August 6, 1999: Members of the Houston Section hosted a “**Mentor Day**” for **Garret Reece**, a junior high school student from Bryan, TX who won the second place prize in the **Space Exploration Essay Contest** conducted by our Student Branch, Texas A&M University. Garret spent the day touring the Johnson Space Center and observing several AIAA engineers at work.
7. September 30, 1999: **Executive Council Retreat**. A four hour dinner meeting with with Executive Council to discuss the goals of the section, the goals of the individual committees, to explain the relationship of our Houston Section to the Regional and National AIAA organizations, and to discuss leadership techniques and styles. Commitments were received from individual council members on the activities that they would be planning for the section for the year.

8. October 8, 1999: **Lunch and Learn** with **Dr. Bill Hunt**, Chief of the EPA Office of Air Quality, speaking on the “**Impact of Kuwaite Oil Fires as Seen From Space**”.

See attached section calander.

**Finances:**     **Checking:** \$1,224.90   **Savings:** \$10,399.23   **Scholarship CD:** 26,390.95  
**Cash:** \$127.70

***Major Expenses Incurred:***

\$4,715.71	Technical and Dinner Programs
\$735.60	Precollege (Van rental for Mars Settlement competition)
\$700.83	Newsletters
\$500.00	Texas A&M Scholarship
\$383.56	Member promotions
\$325.00	Section awards

***Major Income Received:***

\$4,000.00	Reimbursement from Boeing Corporation for Precollege
\$432.00	August Dinner Program
\$500.00	Service Vehicle Conference Advertising Booth
\$150.00	Cat III Funds

***Section Goals and how the activities help to achieve the stated goals:***

- At the Executive Council **Leadership Retreat** we established the goals for the overall section. Individual members of council were also asked for their 3 goals. The goals were exchanged with other members of councils who will serve as their “**goal buddy**”, and we will revisit the goals at the end of the year to see how we did.
- The Houston Section established three main goals:
  1. **Inform** – the membership and local corporations of the benefits of membership in AIAA.
  2. **Inspire** make this the Year of the Student, and establish a new student branch in Houston.
  3. **Increase** - our membership to over 800 members and increase the number and variety of activities and the participation in those activities.

***Membership Recruitment Initiatives:***

- We continue to post a “**Cranium Cruncher**” puzzle in our monthly newsletter, and award a free dinner to the winner.

- We are looking at establishing a web-based space photograph contest, offering a free-membership to the winner.
- We have already started recruiting “trial” members to receive the 73 free trial memberships that we received from National.
- We are planning a TBD membership drive event.
- We continue to recruit membership through general efforts such as posting on display boards, flyers, and newsletters.

- The Membership Chair personally calls each past due member in an effort to get them to renew their membership.
- Our new web master, **Mr. Glenn Jenkinson**, has revamped the look and feel of our section’s website. He has vastly improved the quality of the website this quarter, and we have received many favorable comments on it.

#### ***Career Enhancement Activities:***

- A **Leadership Retreat** was conducted for the **Executive Council** that focused on not only AIAA issues and goals, but also on leadership techniques and styles. Presentations were made by the Chair, Vice-Chair Technical, and Vice-Chair Operations. The core briefings are attached. Please note that many of the attachments and handouts are not included.
- We have started working with the Boeing Corporation on establishing criteria to allow their employees to receive **training credit for attendance at AIAA events** including Dinner Programs, Lunch and Learns, and Technical Conferences. We have to establish “ISO” procedures to track the attendance and duration of the training, but it looks like this effort will be successful. After we get it in place for Boeing, we will approach the other aerospace companies to see if they will also incorporate the same policies.

#### ***Young Member Activity:***

- **Mr. Neil Johnson** was elected as our **Young Member Councilor**.
- We have had no Young Member activities this quarter.

#### ***Honors and Awards:***

- We conducted our **Honors and Awards Banquet** on August 26. **Past-Chair Russ Filler** presented awards to those members that most contributed to the success of the Houston Section during his term.
- We nominated **Chester Vaughn** for **AIAA Engineer of the Year**. We hosted Chet at our October dinner meeting and presented him with a Certificate naming him as the Houston Section AIAA Engineer of the Year.

- We nominated **William Best** and **Norman Chaffee** for the **AIAA Sustained Performance Award**.
- 4 of our section Senior Members have been elected for upgrade to **Associate Fellow**.
- We received 3 **Special Service Citations** from Region IV and presented them at our October dinner meeting. They were to:
  1. **Dr. Mike Lisano** for serving as General Chair of the **International Space Station Service Vehicles Conference** in April, 1999. This was a major conference put on by the section that was both a technical as well as a financial success. The Conference certainly demonstrated the best AIAA can do to help advance the arts and sciences as well as provide a forum for communication. The conference drew almost 250 people from around the world.
  2. **Mr. Neil Johnson** for serving as the Session Chair for the **Annual Technical Symposium** May 28, 1999 which was held in conjunction with the National Space Society's **International Space Development Conference (ISDC)** four day conference. Even though a young member with no experience, Neil Johnson stepped in to review and organize all the abstracts and papers, organize the sessions and produce the conference CD.
  3. **Ms. Joy Conrad**, AIAA Houston Section Pre-College Lead 1998-99, for providing outstanding leadership in organizing and promoting the **“Physics is Fun”** Day on February 6, 1999. Joy drew upon past experience to put on an outstanding event, involving students, educators and the physics demonstrators. She not only came up with the demonstration ideas, she identified the materials needed, and trained the volunteers needed to put on the demonstrations.

***Precollege Outreach Activities:***

- The section sponsored **“The Magic of Physics”** at the Education Fair held on July 7, 1999 in conjunction with the 34<sup>th</sup> Annual JSC Lunar Rendezvous Festival. Approximately 40 children participated in physics activities at the AIAA table.
- Members of the Houston Section hosted a **“Mentor Day”** on August 6, 1999 for **Garret Reece**, a junior high school student from Bryan, TX who won the second place prize in the **Space Exploration Essay Contest** conducted by our Student Branch, Texas A&M University. Garret spent the day touring the Johnson Space Center and observing several AIAA engineers at work.
- We have put planning in place to jointly support the **Mars Settlement Competition** in February 2000 with the Boeing Corporation.
- We have put planning in place to support the **Future City Design Competition** to be held in February 2000.
- A local high school junior, **John Oberg**, was selected as an **Ambassador 2003**. His father is a member of our section. We hosted both John and his father at our October dinner meeting to introduce the Ambassador 2003 program and to congratulate John.

***Technical Activities:***

- We have conducted 2 Lunch and Learns, and our goal is to have one per month, with each Technical Committee sponsoring at least one per year.:
1. July 7, 1999: Lunch and Learn with Constance Adams, a registered architect from Lockheed-Martin, speaking on the **“Role of Human Habitability Study in Space Facility and Vehicle Design”**:. 29 people attended the lecture where the primary aspects of “habitability” that affect the design of human environments in space were discussed, along with the role that the architect plays in effecting a successful, habitable design.
  2. October 8, 1999: Lunch and Learn with Dr. Bill Hunt, Chief of the EPA Office of Air Quality, speaking on the **“Impact of Kuwait Oil Fires as Seen From Space”**.
- We have monthly Life Sciences Technical Committee meetings.
  - We have initiated an effort to get all of our Technical Committee Chairs to develop a web page for their committee that will be accessible from our home web page.
  - We have put planning into place to jointly support the Lockheed-Martin sponsored symposium the **Human Space Transportation and Experiment Workshop** in February 2000.
  - We have put planning into place for our April 2000 **Annual Technical Symposium**, which will be held jointly with the **Student Paper Competition**.
  - We are looking at a cooperative effort for the **NanoSpace 2000 Conference** to be held in the Spring of 2000.

#### ***Education Activities:***

- We had 14 members of the **Texas A&M Student Branch** attend our August dinner meeting, along with their faculty advisor.
- We are working with the **University of Houston** to establish a Student Branch. We are short 8 students and a faculty advisor at this time.
- **Rice University** has expressed interest in either forming their own Student Branch or co-hosting a Student Branch with the University of Houston. We have identified 5 students and a faculty advisor from Rice.
- We will be hosting approximately 20 members of the **University of Texas Student Branch** on November 20 for a tour of the Johnson Space Center, several talks on the research and programs being conducted by NASA, the importance of professional membership in AIAA, and a pizza luncheon.
- We are recruiting Houston Section members to be speakers for the student meetings at **Texas A&M University**.
- We have put planning into place to host the AIAA Region IV **Student Paper Competition** in April, 2000.

#### ***Public Policy Activities:***

- On August 28, 1999 members of our Public Policy Committee participated in the “Luncheon on the Lake” with **Congressman Nick Lampson** to discuss issues of importance to the aerospace community.
- The Public Policy Committee is drafting a **Position Paper** to be submitted to National on “**Human Exploration of Space**”.

***Other/Concerns:***

- We are concerned about the decline in our membership over the summer and are actively planning membership recruitment and retention activities.
- The Houston Section mails out approximately 1000 newsletters every month. In order to save money on printing and mailing costs, we have offered our membership the option of either receiving a paper copy of the newsletter or receiving an email notification that the newsletter has been posted on our website. This change has been well received. We expect to see over \$200 per month in savings.
- We have struggled with our website this quarter. Our website is hosted by NASA at the Johnson Space Center. A contract change in information services maintenance at NASA along with technical difficulties when our website was migrated to another server resulted in our website being unavailable for about a month.
- We mailed a **membership survey** out to our members seeking their inputs on the section’s activities. Question’s focused on what AIAA means to them, what days and times are best for activities, preferred locations and prices, and types of speakers. We received over 100 replies to this survey and are actively incorporating the comments into our activities. The survey is attached.
- We emailed a **program speaker survey** to our members seeking their ideas and votes on potential speakers to bring in. We received over 50 responses and have prioritized our search for speakers from this list. The speaker list is attached.

***Attachments:***

- Section Council organization chart
- Section calendar
- Executive Council Leadership Retreat briefings
- Membership survey
- Speaker survey

Attachment

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